



CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY

915 Capitol Mall, Room 457
Sacramento, CA 95814
p (916) 651-8157
f (916) 657-4821
caeatfa@treasurer.ca.gov
www.treasurer.ca.gov/caeatfa

MEMBERS

BILL LOCKYER, CHAIRMAN
State Treasurer

JOHN CHIANG
State Controller

MICHAEL COHEN
Director of Finance

DR. ROBERT
WEISENMILLER
Chairman
Energy Commission

MICHAEL R. PEEVEY
President
Public Utilities Commission

EXECUTIVE DIRECTOR
Deana J. Carrillo

JOB OPPORTUNITY BULLETIN

Class: Treasury Program Manager II
Tenure: Permanent
Time Base: Full Time
Salary: \$5974 - \$7422

*** Training and development assignments will be considered.**

Under the general direction of the Executive Director and/or Deputy Executive Director, the Treasury Program Manager II functions as the supervising manager in charge of all functions and programs performed by the California Alternative Energy & Advanced Transportation Financing Authority (CAEATFA). This position provides executive management supervision and oversight of the daily administration and operation of the Authority's various financing assistance programs, including the Sales & Use Tax Exclusion Program, Clean Energy Upgrade Financing Program, Property Accessed Clean Energy (PACE) Loss Reserve Program, Bond Program, and the California Hub for Energy Efficiency Financing Program (in collaboration with the California Public Utilities Commission and investor-owned utilities). The position is also responsible for the continued development of other new programs designed to assist eligible stakeholders with financial assistance opportunities and promote the mission of CAEATFA, and providing policy guidance and recommendations as a member of CAEATFA's executive management team. The position supervises trains, assigns work, and directs the day-to-day activities of the first-line management staff directly (currently two Treasury Program Manager I (TPM Is)), and has overall responsibility for all of the professional and clerical staff. This position acts in the absence of the Executive Director and/or Deputy Executive Directors.

Description of Essential Functions:

- Supervises TPM I's and is the senior manager responsible for the various program functions under CAEATFA, including providing recommendations and oversight of initial discussions of eligibility, levels of financial assistance and bond ratings, credit requirements, and review of application material; provides oversight and guidance on preparation of board material regarding requests for financing; negotiates changes in legal documents with legal counsel and borrowers and establishes implementation schedules.
- Makes recommendations to the Executive Director and the Deputy Executive Director on policy and specific terms and conditions for individual borrowers participating in programs under the Authority; determines when all documents that are necessary for the execution of legal documents has been met, and participates or directs appropriate staff in site visits to current or potential borrowers as necessary.
- Act as a Liaison on behalf of the authority to various stakeholders and interest groups, including the legislature and other state and federal entities.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Possession of strong core management competencies

- Demonstrated leadership, strategic planning, and organizational skills
- Knowledge of or interest in government bond, grant, loan, and incentive programs, preferably related to energy efficiency, alternative energy, or advanced transportation
- Demonstrated ability to conduct research and prepare analysis and recommendations for the consideration of management
- Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and agency customized database systems
- Ability to function with a high level of diplomacy, confidentiality, and tact in order to gain confidence and trust; understand, and is sensitive to, political influences.
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency, and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility
- Ability to communicate effectively orally and in writing, including written analysis and recommendations, and in-person presentations before the public, other State agencies, Executive Management and the board of the Authority.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as **Treasury Program Manager II**. **Training and development assignments will be considered.** Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.) Also, list the number "321-001-4225-001" on your application/resume.

FINAL FILING DATE:

State application will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer to all regardless of age, ancestry, color, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.